

memorandum

Diversity Office (DVO)

To/MS: D/AAB & Working Group Members
From/MS: Lisa J. Gutierrez, DVO, Mail Stop M894
Phone/Fax: 7-5665/Fax 7-6404
Symbol: DVO:04:014
Date: June 23, 2004
Subject: Purchase Process for DWG and DAAB

As you are probably aware, there have been many changes to the Laboratory purchasing system that have been implemented with all organizations, including DVO. After numerous discussions with members of the DAAB and DWGs, however, we continue to have varied understanding, so this memo is intended to clarify some of these changes and impact:

- The Local Vendor Agreements (LVAs) that were previously in place allowed employees to pick up items, less than \$500 in value, directly from local vendors using the organizations charge code information. This is no longer allowable except for safety equipment such as eyeglasses, safety/non-safety shoes and clothing. A preauthorization form with the Group leader or above approval is required before you can purchase these items; reference master management memo SUP-DO: 04-041 dated November 10, 2003. The complete LVA procedures can be found at <http://sup.lanl.gov/procurement/reqguide/puchopt/lva.shtml>.
- Local vendors should no longer accept charge codes. We may only make purchases using an approved LANL purchase card or a small purchase reimbursement form. *Rosie Vigil at DVO is the only individual authorized to make purchases using the DVO purchase card.*
- The Purchase Card Office is closely monitoring the purchase of items from local vendors that should or could be purchased through the Just in Time (JIT) system. If we must make a purchase from a local vendor of an item that is available through JIT, we must include a solid justification as to why we did not use the JIT system. The complete Purchase Card procedures can be found at <http://sup.lanl.gov/procurement/pcard/default.shtml>
- Additionally, I am instituting the following DVO procedures. Whether attempting to purchase items or services externally or internally, no one is authorized to use the DVO charge codes unless expressly given written permission to do so by me or my designee. The attached spending form should be submitted to DVO before any expenditures of any kind are made.
- If there is any question as to allowability of an item or service, enough time should be allowed to research and find out if the item(s) or service may be obtained. The list of unallowable items is at <http://sup.lanl.gov/procurement/pcard/Unauthorized.pdf>
- If prior approval is not obtained for purchases made, the requestor/employee may be held accountable for those costs. In other words, the costs may be charged to your Line Manager's organization or you may have to pay for them out of your own pocket.

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Through monthly stewardship reports, I am continually surprised by expenses attached to the DVO's charge codes. Recently, due to non-compliance of some of these requirements, we had a couple of questionable purchases, and as noted above, may have to charge another line organization or its employee(s) for unapproved purchases.

To avoid further questionable charges, all in-house AND outside purchases made with DVO funds, by the DAAB and working groups must be pre-approved by me or my designee. In-house purchases include (but are not limited to) work orders to IM, KSL, Aramark, Hot Rocks, etc. Examples of outside lab expenses include (but are not limited to) rentals, caterers, purchase requests, local vendors, etc.

Next Steps: Please use the following process for getting approvals on DAAB and DWG expenditures using the attached form:

1. Requestor fills out and sends the spending request form to Group Treasurer for approval. *If no treasurer, then send to Group Chair for approval.*
2. Chair sends approved form to Danny Valdez and Rosie Vigil (MS M894) of fax to 7-6404 for quality review.
3. Danny and Rosie forward to DVO Director for review and approval.
4. Danny returns form to Chair with approval and charge account numbers: copy to Rosie Vigil (rmvigil@lanl.gov), and Sharon Sanchez (sanchez_s@lanl.gov).

All charges will be reviewed at the end of the month by the DVO Director and our CFO budget analyst, Sharon Sanchez. Any unapproved charges will be rejected, and the requestor will be responsible for payment. Thanks for your compliance.

Cc: Richard A. Marquez, ADA, A108
Carolyn Zerkle, ADA, A108
Albert Jiron, ADA, A108
John Bretzke, SUP-DO, P201
Julia Crespín, CFO-2, A149
Sharon Sanchez, CFO-2, A149
Amy Sahota, OEO, C329
DVO Staff (All), M894
DVO File DVO:04:014

Attachment: DAAB/DWG Spending Request Form

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DAAB/DWG Spending Request Form
(revised: 6/23/04)

Requestor: _____ Date: _____

Event: Title: _____ Event Date: _____

Guest Speaker/Title: _____
(Please include bio, photo, and abstract 15 to 30 working days prior to event)

Mailing Address: _____ Phone: _____ E-mail: _____

Employer: _____

Operational Item Description	Estimated Cost
Total Operational Cost	

Morale Item Description	Estimated Cost
Total Morale Cost	

Total Amount Requested _____

DAAB/DWG Goal that links to this event:

DAAB/DWG Treasurer Approval: _____ Date: _____

DAAB/DWG Chair Approval: _____ Date: _____

Lisa Gutierrez: Approved: _____ Date: _____
Not Approved: _____

		Fax No.	Date Completed
1	Requestor fills out and sends to Group Treasurer for approval. <i>If no Treasurer, then send to Group Chair.</i>		
2	Chair sends approved form to Danny Valdez and Rosie Vigil for quality review.	7-6404	
3	Danny and Rosie forward to DVO Director for review and approval.	7-6404	
4	Danny returns form to Chair with approval and cost account numbers: copy to Lisa Gutierrez, Rosie Vigil, and Sharon Sanchez.(7-8769)		

DVO Internal Use Only

Cost Account Number: _____
Cost Center Program Code Cost Account Work Pkg

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